

DRIVING SCHOOL OWNER APPLICATION CHECK LIST ✓

All application forms must be neatly printed in blue or black ink or typed. To be acceptable, they must be free from strikeouts, whiteout (fluid or tape), or corrections. All information requested must be complete and accurate.

A. INITIAL REQUIREMENTS:	✓
Lesson Plan Approval – If offering driver's education and/or driver instructor training, the department must approve your lesson plan before you can be authorized to conduct these types of courses. Allow a minimum of 120 days for approval OR you may submit a letter authorizing you to utilize a previously approved lesson plan. You may call (916) 229-3332 for lesson plan guidelines and mailing directions.	
B. FORMS REQUIRED:	✓
Personal History Questionnaire, Part B (OL 29) <i>Required for each person listed under ownership on form OL 226.</i>	
Property Use Verification for a Driving School or Traffic Violator School's License (OL 140)	
Driving School Insurance Certificate (OL 207)	
Application for Occupational License (OL 216)	
Dealer Surety Bond of Driving School Owner or All Terrain Vehicle Safety Training Organization (OL 218), OR Cash Bond with OL 65/94 OR Passbook or Certificate of Deposit with OL 64/65	
Safety Inspection Report, Vehicle Used for Instruction (OL 221A)	
Safety Inspection Report, Motorcycle Used for Instruction (OL 221M)	
Application for Driving School Owner License (OL 226)	
Certification of Compliance, California Labor Code 3700 (OL 4002)	
Appointment of Director as Agent for Service of Process (ADM 9050) <i>Required for each person listed under ownership on form OL 226.</i>	
Fingerprint Card (ADM 1316) <i>Required for out-of-state applicants only and may be obtained by calling Occupational Licensing at (916) 229-3126 or your local Inspector.</i>	
C. ADDITIONAL DOCUMENTS REQUIRED:	✓
Request For Live Scan Service [yellow copy] (DMV 8016) <i>Required for each person listed under ownership on form OL 226.</i>	
Photograph(s) of your business location.	
A copy of your Business License.	
A copy of your Fictitious Name Statement.	
A signed copy of your rental or lease agreement. Proof of property ownership may be required.	
Corporation, Limited Liability Company or Limited Liability Partnership owned businesses only: A copy of Articles of Incorporation, Corporate Minutes or other document filed with the Secretary of State, which identifies the officers, share holders and managers with 10% or more interest in the business is required.	
D. IMPORTANT INFORMATION:	✓
An Inspector will issue permits and supplies to operate only after all requirements are fulfilled, the background check performed is clear, and your location has been inspected and approved.	

Detailed information and instructions in completing and submitting applications are found in the Driving School Program Handbook, OL 210.